

*** HUMAN RESOURCES ***
SASEBO SATELLITE OFFICE

한국인 직원 모집 안내

Korean National Job Opportunities

ANNOUNCEMENT NUMBER: KN04A16

TITLE-SERIES-GRADE: BILLETING CLERK, KGS-0303-04 (1 VACANCY)

SALARY RANGE: KGS-4: 9,131 - 12,498 Won Per Hour

OPEN PERIOD: Wednesday, 17 February 2016 to Tuesday, 01 March 2016

DUTY LOCATION: Unaccompanied Housing/NGIS, Commander Fleet Activities
Chinhae PSC 479 BOX 504 FPO AP 96269 – Chinhae, Korea

TOUR OF DUTY: Full-Time, 40 hours per week.

WHO MAY BE CONSIDERED / AREA OF CONSIDERATION:

All current USFK KN employees and all KN outside applicants.

RPA NUMBER (HRO USE ONLY): 312081

NOTE: Full performance level KGS-04. This position is subjected to the possibility of workdays on weekends and holidays as well as rotating shifts after normal duty hours. The incumbent may be recalled to duty and/or required to work overtime, including on an emergency basis. Applicants need to submit a self addressed stamped envelope to receive notification of result.

MAJOR DUTIES:

Assigns transient quarters and permanent party quarters to incoming personnel. Receives requests and processes reservations. Records and enters all reservation into the property management system if rooms are available. Provides certificate of non-availability (CNA) and/or alternative lodging in the area. Safeguarding funds by appropriated checks and balances in signatures. Uses property management system to check-in guests/personnel, assign rooms, check-out guests/personnel and record charges/payments. Maintains data from the automated property management system. Responsible for the accountability of all room keys and other keys required for daily operations. Receives and is accountable for the change fund. Prepares Daily Activity Records (DAR) and deposits cash receipts at the end of shift. Maintains all the supporting documents related to front desk jobs. Provides information concerning location of local places, the installation, transportation and local rules etc. Receives complaints from the guest and residents on services and facility condition and makes immediate correction and/or reports to supervisor. Responsible for safekeeping deposited valuable items and luggage in custody of the front desk. Logs trouble calls

and ensures appropriate department is notified. Moves guest/personnel to a different room if required. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE

One (1) year of general experience.

GENERAL EXPERIENCE includes progressively responsible work which indicates ability to acquire the KSAs needed to perform the duties of the position to be filled.

b. ENGLISH LANGUAGE COMPETENCY: 1. The American Language Course Placement Test (ALCPT) score 60% is required. 2. The TOEFL score of 450 (or 133 on the computer based test, 45 on IBT TOEFL) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and must submit official copies of the test score. TOEFL and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical, or secretarial school may be substituted for the experience required at grades KGS-3 through KGS-5. One full year of full-time academic study is 30 semester hours, or equivalent, of college or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Education cannot be substituted above the KGS-05 level.

KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:

1. Knowledge of analyze problems to identify significant factors, gather pertinent data, and recognize solutions.
2. Skills in plan and organize work for summarizes the information and enters it on on-line data systems.
3. Abilities to communicate in the English language, both orally and in writing.

EMPLOYMENT CONSIDERATION PREFERENCE:

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9 – Lowest)

1. All current USFK KN employees. (Korea-wide)
2. All Korean National outside applicants

WHO MAY APPLY: Refer to the Area of Consideration for each vacancy announcement

HOW TO APPLY: Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. **Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) and a self addressed stamped envelope to receive notification of results.** It is imperative that each item of the application be accurately and completely filled in and the application **Must be signed (Signature) and dated.** Applications submitted via mail should be addressed to:

COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES OFFICE, PSC 479, FPO AP 96269-2100 / ZIP Code - 51698, 경상남도 창원시 진해구 여명 23 주한미해군 진해부대 (구직신청서 재중). Postmark dates will not be accepted. Applications using US Government indicia envelopes, faxed or sent via email will not be accepted and will not receive consideration. Unsolicited documents will be discarded. Applications and attachments will not be retrieved for duplication or for return. Applications that are not completed correctly, faxed, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hanqul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement, due to failure of the Korean or US Postal Service or distribution system will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment or promotion within USFK, nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately HRO Sasebo Satellite Office at DSN 252-3337.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5253 / 5252 or COM: 055-544-1611 / 055-540-5253. If unable to reach a HRO representative please contact the Human Resources Satellite Office, Sasebo at DSN 252-3337.